

FTC-III-2

System Name:

Payroll -- Retirement Records -- FTC.

Security Classification:

Not applicable

System Location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

General Services Administration, 1500 E. Bannister Road, Kansas City, Missouri 64131.

Categories of Individuals Covered by the System:

FTC employees who qualify for federal retirement benefits.

Categories of Records in the System:

Payroll information relating to retirement benefits.

Authority for Maintenance of the System:

*5 U.S.C. 5301, 5501, 6101, 6301, and 8301.*

Purpose(s):

To maintain and process payroll information relating to retirement benefits.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

In addition to the disclosures generally permitted under *5 U.S.C. 552a(b)*, and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to *5 U.S.C. 552a(b)(3)* as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

(1) Used to calculate retirement benefits;

(2) Referred to Office of Personnel Management (OPM) upon retirement or resignation from federal service and answering employee inquiries regarding their retirement contributions while with the agency; and

(3) Referred to OPM concerning pay, benefits, retirement deductions, and other information, for OPM to carry out its government personnel management functions.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Stored on computer tape at the General Services Administration or at the FTC on individual cards for those not included in the regular payroll system.

Retrievability:

Indexed by social security number.

Safeguards:

Hardcopy records maintained in lockable rooms and access to computerized records controlled by "user ID" and password combination. Access restricted to those agency personnel whose responsibilities require access.

Retention and Disposal:

Records are held for length of service of employee while at FTC. Information forwarded to next employing agency or OPM upon separation from FTC.

System Manager and Address:

Director, Division of Budget and Finance, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification Procedure; Record Access Procedure; and Contesting Record Procedure:

See Appendix II.

Record Source Categories:

Payroll system; agency personnel and payroll records.